



ANA Grant Panel Review

Job Description: *Peer Panel Reviewer*

Job Title: Peer Panel Reviewer

Positions that Report to the Peer Reviewer: None

Positions that the Peer Reviewer Reports To: Panel Review Chairperson

POSITION SUMMARY:

A panel reviewer's main responsibility is to provide an objective review of grant applications submitted to ANA for funding consideration. Reviewers are expected to thoroughly read, comment, and score applications based on the evaluation criteria published in the Funding Opportunity Announcement (FOA).

ABOUT GRANT PANEL REVIEW:

Peer panel reviewers are fundamental to the decision-making and awarding processes. ANA uses peer reviewers in its grant review process. A peer review is an assessment of scientific or technical merit of applications by individuals with knowledge and experience equal (peer) to that of the individuals affiliated with the applicant organizations. The review is conducted with a minimum of three reviewers and a panel chairperson who facilitates the process. The analysis of the peer reviewers is consolidated into a comprehensive panel summary report (PSR) which is written by a panel chairperson. The peer reviewers may score the application but the chairperson is a non-scoring and non-voting member of the panel. Grant panel review is essential to ensuring selection of applications that best meets the needs of the program consistent with established criteria and provides assurance to the public that the evaluation and selection process is impartial and fair.

Peer Reviewers

Responsibilities of a Reviewer

Key Principles

Reviewers will:

- Respect and collaborate with fellow panel members.
- Read and establish a thorough understanding of the FOA, paying particular attention to *Section I. Funding Opportunity Description*, *Section IV.2 The Project Description*, and the evaluation criteria in *Section V.1. Criteria*.
- Possess relevant knowledge of the program area and agree to the requirements for the grant review's integrity, time commitment, and workload (e.g., extensive reading and writing, lengthy discussions).
- Possess good writing and analytical skills, and be proficient with computers, typing and the internet.
- Be ready to commit and contribute a fair amount of time and effort throughout the entire grant review session. Reviewers must be able to read the entire application and assess how well the applicant addresses the FOA evaluation criteria. Reviewers must complete the initial scoring and comments independently, without conferring with other people or resources.
- Notify the Subject Area Manager (SAM) or Chairperson of any conflict of interest prior to the start of the panel process or if it becomes apparent during the review process. Panel reviewers should exhibit ethical conduct in providing fairness and impartiality towards all applicants.



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During the Review

Reviewers will:

- Participate in all scheduled training sessions provided by ANA and its contractors.
- Adhere to training guidelines outlined in the ACF Grant Review Handbook and ANA, including requirements on confidentiality and conflict of interest.
- Complete the Conflict of Interest and Confidentiality Statement and provide to the ANA Help Desk.
- Thoroughly read the assigned applications, paying particular attention to the goals and objectives in *Section I.*, the application requirements in *Section IV.2*, and the evaluation criteria in *Section V.1. Criteria* of the FOA. Accuracy and thoroughness are important, and, if necessary, reviewers must re-examine the applications to determine if any information was overlooked during the initial read. Each application must be reviewed separately and not compared to other applications.
- Provide written evaluative statements and assign scores in response to the applicant's proposal and the published FOA's evaluation criteria prior to the panel meeting. Be diligent in providing a thorough, objective, and accurate analysis. Submit all information in the ARM system.
- Write comments that are thorough and concise; one-liners are not acceptable. Criterion responses should reflect the entirety of each criterion. Comments should be written to support each criterion and supported by actual examples referenced in the application.
- Participate in the panel meeting discussion of all comments (e.g., "Does this strength {or weakness} accurately reflect the application's content, evaluation criteria, and scores?") when the panel chairperson presents the combined statements for the Panel Summary report.
- Collaborate with panel members and the panel chairperson to finalize the comments and scores for an approved Panel Summary report. This may mean re-writing your comments or adjusting your scores.
- Notify Chairperson with any challenges/questions regarding the FOA or panel review process.
- Shred all printed applications and delete other electronic files and confidential materials at the conclusion of the review.
- Provide feedback on the grant review process.

WORKING RELATIONSHIPS:

- Panel Reviewers – Collaborative relationship in which panel reviewer's work together, share information, learn from one another, and solve problems respectfully and with minimal conflict.
- Panel Chairpersons- Collaborative relationship in which panel Chairperson's assist the panel in coming to a consensus on comments and scores that accurately reflect the quality of each application as it is applied to the evaluation criteria published in the Funding Opportunity Announcement.

SKILLS, KNOWLEDGE, EDUCATION, EXPERIENCE and OTHER REQUIREMENTS

- Evaluate and apply criteria related to program requirements.



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- Work independently to read and analyze applications (e.g., for strengths and weaknesses).
- Write clearly, accurately, concisely, and effectively.
- Communicate effectively in writing and verbally during the panel discussion.
- Contribute to an effective group process by being cooperative, constructive, and flexible.
- Maintain strict confidentiality.
- Knowledge base working with native communities; awareness of Native American history, cultural identity, political organization, and contemporary issues.
- Community development, project design and implementation experience. Experience in developing and evaluating budgets and work plans.
- Knowledge of HHS, ACF and ANA policies regarding the review of grant applications.
- Computer skills in MS Word.
- Familiarity with ARM or ability to quickly learn the application review web-based system.
- Technology skills: basic word processing, ability to navigate the internet, a cell phone or land line (cell phones should not be restricted by minutes), and continuous, dependable internet access during the panel review session are essential towards completing the work, familiarity or ability to quickly learn the Application Review Module (ARM) (web-based grant application review control system).